

Photographic Services

Hill Air Force Base Photographic Services are located in Building 1267; enter the covered Southeast entrance; the customer service desk is to your left. **Office hours: 0730–1600, closed 1130–1230 for lunch, Monday thru Friday.** Contact the Customer Service (CS) desk at 777-7615 to schedule photographic support or a studio portrait sitting. If the CS desk is unavailable, call 586-3019, 586-7993, or 586-7994. To properly reserve and confirm photo support, you will need to complete and submit a form [AF IMT 833 20021001\(V1\)](#), Multimedia Work Order at least three working days prior to the event. Please e-mail the completed form to 75ABW.photo@us.af.mil to confirm scheduled time and validate agenda details.

We provide photographic support to all base organizations and tenant units. The Base Photographic section should be contacted initially to cover all major and basic photographic documentation for Hill AFB. The Photo section offers a wide variety of still photography in the studio and on location. Please allow adequate notice for your photographic requests if at all possible. Requests are filled in the order taken and may still be affected by unexpected emergency requirements. The following services are available:



Studio Photography

PASSPORT PHOTOS:

Passport 2" x 2" and ID 1" x 1" photos are provided on a **walk-in basis on Tuesday and Thursday, 0730–1130 and 1230–1600.** Digital images are captured and printed for immediate disposition. Please wear (or bring) a civilian collared shirt to meet passport photography requirements.



STUDIO PORTRAITS:

Our expert photographers offer commercial quality studio head and shoulder and/or full-length portraits. Studio sittings are on **Tuesday and Thursday by appointment only.** Call 801-777-7615 to reserve a time; please know the quantity and size of photographs needed. Standard portrait sizes are 5" x 7" and 8" x 10".

STUDIO GROUP PORTRAITS:



Small group portraits can also be photographed in our studio under controlled lighting conditions.

OTHER STUDIO PHOTOGRAPHY:

In addition to traditional portraiture, detailed close-ups of parts, equipment, or other specialized items requiring controlled lighting for enhanced imaging are available in our complete studio.



Location Photography



AWARDS & CEREMONIES:

We regularly provide photographic support to a variety of award presentations and base functions, such as Commanders' Calls, Promotion Ceremonies, 20 and 30 Year Service Pins, etc.



RETIREMENTS:

The Photo section frequently documents various retirement, presentations and sanctioned social events.



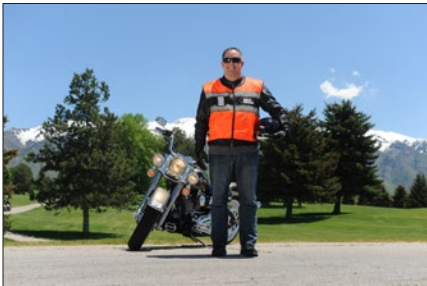
GROUP PHOTOS:

We regularly photograph large groups on location. This type of assignment will require careful coordination on your part to ensure personnel and equipment are in place and arranged when the photographer arrives.



PHOTOGRAPHY FOR PRINT PROJECTS:

If you are working with the graphics department to have a brochure designed, the photo department can coordinate with graphics to stage and set up special lighting to ensure the subject matter is presented more professionally.



PHOTOS FOR GRAPHICS PROJECTS:

Our photographers work in conjunction with the graphics department to provide images for use in various design projects, such as posters, flyers, certificates, brochures, etc.

Other Photographic Services



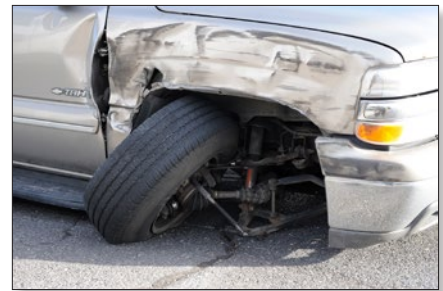
PHOTOGRAPHIC ENHANCEMENTS:

We can add text, logos, and other graphic images to enhance your photo presentation. For special requests we will work with the customer and the graphics department to create the right level of enhancement to your image.



FACILITY PHOTOS:

Indoors and outdoors photos of the buildings and base facilities for brochure or archival use are often performed.



ALERT PHOTOGRAPHY:

The base photographers respond to emergency photographic coverage. During work hours, requests should be directed to 777-7615, 586-3019, 586-7993, 586-7994, 777-4081, 586-3022 or 777-5011. If a base emergency or serious event occurs during after duty hours, you must call the Command Post at 777-3007 for photographic support coordination.

Graphics Services

The Hill Air Force Base Graphics Department is located in Building 1267; enter the covered Southeast entrance and turn to your right. Office hours: 0700–1200 and 1300–1600, Closed for lunch 1200–1300, Monday thru Friday. Graphics requests or appointments can be made by calling Kent Bingham at 777-5011 or David Perry at 586-3022 or by emailing kent.bingham@us.af.mil or david.perry.3@us.af.mil. We provide base graphic support to all base organizations and tenant units. Our workload is comprehensive, in demand, and frequently backlogged, so be sure to plan ahead to allow us ample time to complete your request. Graphics support covers a wide variety of services, including the following:

LOGOS:



We can design logos, both for official Air Force Heraldry approval and for other programs and organizations not governed by AF heraldry rules.

BROCHURE DESIGN:



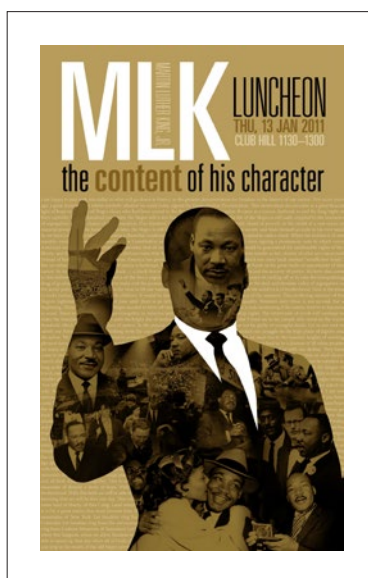
The Graphics Department can design your full color brochure to be output on a professional printing press. Our expertise in desktop publishing and design will ensure a professional product. Once the design is

complete, we can help you work with DLA Document Services to contract out the printing. Brochure projects are comprehensive, so plan for a significant lead time.



CERTIFICATES:

We design a wide variety of certificates, from the simple to the more complex. Prints are made on paper up to 12" X 18". Text files can be merged into a designed template to output individualized certificates. Small quantities can be printed in our department. For larger amounts, we will prepare a Portable Document Format (PDF) file for output at DLA Document Services.



PROGRAMS:

We can design programs for events such as Changes of Commands, Retirement Ceremonies, program luncheons, etc.



EVENT GRAPHICS:

If you are planning an event and want to impress your attendees with a very professional presentation, please contact us for help in designing flyers, programs, tickets, seating charts, nametags, tabletents, posters, or other materials.



COVER DESIGNS:

We design covers various publications, including the Base Guide and Telephone directory, covers to Award Packages, special project books, etc.



DISPLAYS:

The graphics department designs large displays for conferences and other events. These are done for a variety of different types of output, from pullup banners, to booth displays, tabletop displays, to plexiglass displays. We will discuss design requirements with you, then design your display and work with you to get it output, typically through local vendors.



FLYERS (TEMPORARY VISUAL AIDS):

We can design an attractive flyer to promote your upcoming event. Once you approve the design, we will provide you with a PDF file which you can have output at DLA Document Services.



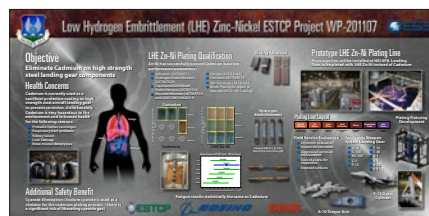
ILLUSTRATIONS:

Although we have a wide variety of clipart and other art resources available, occasionally we create new illustrations for custom jobs.



INVITATIONS:

If you need a specialized invitation designed for your official event, we can create custom designs appropriate to the occasion.



LARGE FORMAT PRINTS:

The graphics department is capable of both designing and outputting (in limited quantities) large format prints in a variety of different sizes. We output to a semi-lustre photo paper suitable for both temporary and permanent display.



STORYBOARDS:

Graphics can design and print poster-size "storyboards" to be displayed in your area for special Distinguished Visitor (DV) visits. We do not offer poster mounting or lamination.



WEB GRAPHICS:

We can help design your organization's web page or provide custom graphics for your existing site.

PRINTING:

AFI 33-117 par 2.1.3 states that "Graphic art centers are restricted from providing more than 30 copies of graphic arts products." Contact DLA Document Services for large volume requirements. Certain situations may necessitate exceeding copy limits (for example, producing individualized names on certificates). The Base Multimedia Manager or alternate may approve a waiver on the number of copies made from products designed by our staff, on a case-by-case basis. Current inventory/budget restrictions play a considerable factor in this decision, but in most cases, customers should be prepared to visit the DLA Document Services for volume requirements.



Official VI Products and Services

The base photo and graphics units are customer-oriented services; however, in accordance with AFI 35-109, public law and local policy VI products and services can only be provided for official mission support.

Government-funded VI resources cannot be used to:

- Provide souvenirs, personal gifts, mementos, scrap-books, farewell gifts, office pictures or other items for personal use.
- Support or document farewell parties or social events unless certified as newsworthy or having historical significance by the base historian or chief of PA.

- Create products used primarily for entertainment during farewell parties or social events.
- Support MWR- or services-sponsored recognition activities or programs that involve revenue generating.

Copyrighted materials cannot be reproduced without permission of the copyright holder, unless cleared in writing as "fair use" by the legal office.

Further restrictions on altering official photographic imagery are defined in IAW DODI 5040.05, Alteration of Official DOD imagery.

Work Order Priorities

All work priorities, completion times and dates shall be assigned and completed based on the following guidelines established by the Base Multimedia Manager (BMM):

PRIORITY:

Priority requests requiring services and products to be delivered in less than the time allocated for routine work will be justified on the work order form by the requester. Time critical work of an emergency nature (aircraft accidents, accident investigation boards, intelligence collection, criminal investigations, and high-priority time-sensitive Public Affairs projects) shall be accomplished without delay and shall preempt all lower priority work. Approval authority for priority work is the Base Multimedia Manager or designated representative.

ROUTINE:

All work which can be programmed in advance or on a recurring basis and which is not designated, as priority shall be considered as routine work. Priority service for work that would otherwise be considered routine should not be requested to meet short suspense resulting from inadequate planning or administrative oversight. Such requests are highly disruptive and significantly degrade service to all customers.

The following priorities shall be used to process the service requests:

- *Work of an emergency nature in direct support of the operational mission of the units assigned and attached to the base.* This priority will be completed ahead of all other work. This should include coverage for intelligence collection, aircraft accidents, base disasters, and time sensitive or perishable public affairs required for nation news media release.

Turnaround time is 24 hrs.

- *Work requests which are essential in direct support of the base mission and which cannot be regularly scheduled in advance.* This could include non-emergency work for newspaper deadlines or Public Affairs, flying safety, and ground safety.

Normal turnaround time is 1 to 2 days.

- *Work supporting operational mission and training requirements and programs of assigned and tenant units, which are handled on a scheduled basis.* Flying, ground safety, formal and unit maintenance training, base and unit public affairs, mission briefings, and community relations programs are included in this category.

Normal turnaround time is 3 working days.

- All authorized work of a routine nature that does not qualify for any priority listed above. This shall include organizational charts, formal studio portraits, awards, recognition presentations of no general command interest and other routine mission support. Work shall be accomplished on a first-in, first-out basis.

Normal turnaround time is 5 working days.

- Graphics turnaround time is contingent on the complexity of the project and the backlog of work orders. Simple requests (such as requesting a digital copy of an existing logo) can often be filled in the same day. Routine requests (programs, tabletents, name badges, etc.) may take from a few days to several weeks. Complicated projects (brochures, displays, etc.) can take from several weeks up to several months to complete. Every effort is made to support emergency short lead time requests whenever possible.

Government Purchase Card (GPC) Processing

GPC PURCHASES REQUIRING PRIOR VI COORDINATION:

1. Equipment:

Consumer type (non-professional) still digital cameras, video camcorders, TVs, video player/recorders, projectors and other related photo, graphic, audio/visual equipment

2. Services/Products:

Employing non-sanctioned Visual Information activity on base or commercial off-base sources for graphic design, photographic support, or imaging product processing services. Photo and Graphic supplies, accessories, or repair services do not require Visual Information activity approval; such as photographic or graphic film, paper, ribbon, toner, video tapes, discs, bulbs, etc.

- The VI Manager reviews and recommends approval/disapproval of purchase requests for Photo & Graphic equipment, services, and products not available at Hill's authorized VI activity
- The VI activity provides professional photography and graphic art services & products to support base-level mission requirements for managerial, operational, training, educational, historical archiving, investigative, and administrative purposes.
- VI's certified professionals are exclusively sanctioned to perform base operational core support approved by the installation commander (reference AFI 35-109, 4.1.1).
- When requesting a VI control number to procure photo equipment, it is understood that the camera & components should only be used when base photographers or resources are not available. The Base Photo & Graphic Services must be contacted and employed for all official photo and graphic projects whenever possible.
- All images produced with government resources are the property of the US Government and must be used for official use only (reference AFI 35-109, 2.2.2).

To obtain a Visual Information (VI) Control Number for Photo or Graphic equipment/services, email 75ABW.photo@us.af.mil the following information:

VI CONTROL NUMBER REQUEST

sample information:

Cardholder Name: John Doe
Grade/Rank: GS-9 or TSgt
Office Sym/Org: 75 CS/SCS
Phone: 777-7615
Item Name: Digital Camera
Manufacturer: Canon
Model Number: PowerShot A640 Digital Camera Kit
Part Number: B&H # CAPSA640K1
Quantity: 1 ea or kit
Unit Price: \$324.95 plus S&H
Vendor Name: B&H Photo
Address: 420 9th Avenue, New York, N.Y. 10001
Phone: 800.688.9421 / 212.444.5014
website: <http://www.bhphotovideo.com/>

PROJECT END USE (JUSTIFICATION)

1. What will you use the Camera/Camcorder for? (Describe subject matter being photographed / documented)
2. How often will the Camera/Camcorder be used during the week?
3. What is the end product, digital files or prints? What size(s)?
4. Why can't you use one of our photographers for your project? (reference "duplication of imagery services" AFI35-109, 5.3.3)